

United States District Court
Western District of Oklahoma
Policies & Procedures Manual Changes 2012

Change of Attorney's Primary Email Address – P&P I(B)(4) *(page 3):*

Added clarification that any change in the email address would require a Notice of Change of Address in accordance with LCvR5.4 and LCrR49.4. Email address can be changed by logging into ECF and clicking on Utilities>Maintain Your Email.

Newcases Email Box - P&P II(A)(2)(a) *(page 8):*

1. Removed requirement that only initiating documents may be sent to this email box.

The newcases email box is used for summons issued later and for certain criminal documents.

2. Added requirement to name each attachment sent to this email box with a description of the attachment.
3. Removed language regarding providing a Notice of Pending Motions. This was removed because of the language in LCvR81.2(b):

(b) **Motions Pending in State Court at the Time of Removal.** Any motion pending at the time of removal will be considered withdrawn unless, within 30 days of removal, the moving party files a notice of pending motion and attaches copies of: (1) the original motion filed in state court, and (2) all responses, replies, or other papers filed in state court that are necessary to adjudicate the motion. The court may require that any such motion, response, reply, or other paper be refiled in conformity with the Federal Rules of Civil Procedure or the Local Civil Rules.

Exhibits, Attachments & Appendices – P&P II(A)(4) *(page 10):*

1. Subsection (b) – The directions for filing an appendix as a separate document is now described in detail. A cover page is required. Exhibits must be both described and filed as separate attachments.
2. Subsection (c) – Some exhibits must be split into parts due to the size of the file. During docketing, each exhibit should be described, eg. Exhibit 1, Part 1 – Depo of John Doe; Exhibit 1, Part 2 – Depo of John Doe.

Oversized Documents – P&P II(A)(5) *(page 11):*

Courtesy copies should include any sealed exhibits related to that filing. Copies should be clearly marked so the documents can be properly safeguarded and then disposed of at the conclusion of the case.

Service – P&P II(B) *(page 12):*

1. Subsection (1)(a) – Clarification of NEF generation:

sealed case (no NEF);

ex parte matters (no NEF to opposing counsel);

sealed document in a public case (NEF is sent to all counsel but the system will not allow counsel to open the document.)
2. Subsection (1)(b) – No need to email the helpdesk to continue service in a case. The court clerk's office will terminate noticing any time counsel has withdrawn from a case. Through Utilities, counsel can add the case to their email preferences and receive notices in any case. There will be a charge through PACER to view the document.
3. Subsection (4) – Removed language regarding time calculations for electronically filed documents as it is covered in LCvR6.1.

Scanned Signatures – P&P II(C)2(c) *(page 16):*

Removed paragraph the directed counsel not to file or submit scanned signatures on proposed documents. Software is now available that would permit such practice and still not interfere with other ECF requirements.

Filing Errors – P&P II(E)(3) *(page 18):*

Added a section directing use of the form "Motion for Order Sealing Document and Directing the Filing of a Redacted Document" when filing errors occur, eg., filing a document that contained personal identifiers. A form for the proposed order is available on the court's website.

Redacted Documents – P&P II(H)(1)(a)(v) *(page 24):*

Added section covering the redaction of addresses in criminal matters.

Unredacted Documents – P&P II(H)(2)(b) (page 25):

One no longer needs to provide a copy when filing an unredacted document under seal. The envelope should be labeled “Document filed under seal pursuant to Order dated _____.” The Clerk’s Office will scan the original and file the document under seal. Please do not bind the original. After scanning, the original paper document will be given to the assigned judge.

Note: If the document is more than 40 pages, counsel must provide a bound and tabbed courtesy copy for the assigned judge in accordance with P&P II(A)(5).

Conventional Filing of Sealed Documents – P&P III(A) (page 25):

Removed the requirement to provide a copy when filing a document under seal. The envelope should be labeled “Document filed under seal pursuant to Order dated _____.” The Clerk’s Office will scan the original and file it under seal in the case. Please do not bind the original. After scanning, the document will be given to the assigned judge.

Note: If the document is more than 40 pages, counsel must provide a bound and tabbed courtesy copy for the assigned judge in accordance with P&P II(A)(5).

Conventional Filing by Pro se Litigants – P&P III(B) (page 26):

Removed the requirement to provide a copy. The Clerk’s Office will scan the original but will retain the original only if the document is illegible.

Social Security Administrative Records – P&P III(C)(1) (page 26):

Social Security Records are now filed electronically, if available in electronic format at the Social Security Administrative Office. A courtesy copy will be provided to the court.

If not available electronically, social security records will be filed conventionally and served conventionally. The Clerk’s Office will maintain the paper record.

Prisoner Litigation – P&P III(D)(2) (page 27):

Removed redundant language requiring attorneys to file documents electronically.

Service of Conventionally Filed Documents – P&P III(E):

Removed redundant language requiring redaction of personal identifiers in conventionally filed documents not under seal.

Removed redundant language requiring service by conventional means for conventionally filed documents.

Removed redundant language requiring a Notice of Conventional Filing for conventionally filed documents.

Restricted Documents Filed in Criminal Cases – P&P IV(B)(3) *(page 28)*:

Presentence Reports, Statements of Reasons, Violation Reports, and other restricted documents are now electronically filed in the case. Such documents may only be viewed by counsel of record for the government and counsel for the specific defendant named in the document. To view the document, counsel must use their ECF login and password and not the PACER login.

ECF Passwords

Beginning with ECF V5.1.1, users will be required to use a password containing a minimum of 8 characters that includes upper and lower case letters and numbers or special characters.

Optical Character Reader

Beginning with ECF V5.1.1, court staff will be able to search for certain words in all documents containing searchable text and also in docket text. Documents created in word processing software and saved to .pdf format should be text searchable. Scanned documents containing text should be scanned using the optical character reader function, which is an option in your scanner preferences.